

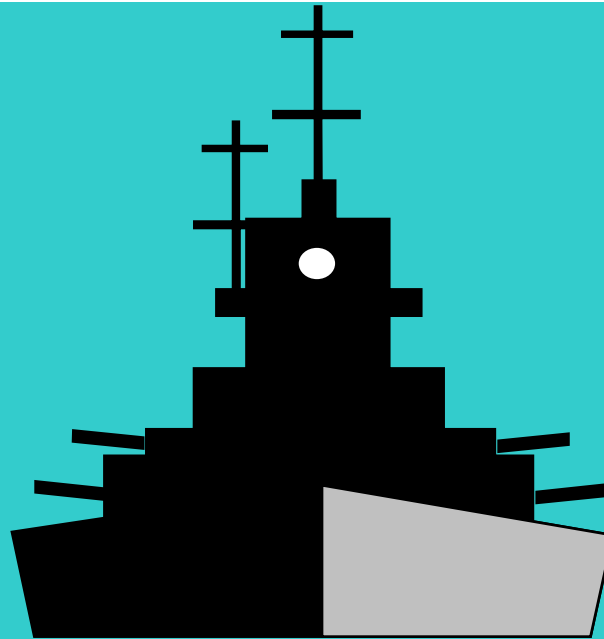
ONE DAY RESERVE CAREER INFORMATION TRAINING COURSE

■ CAREER INFORMATION PROGRAM MANAGEMENT



CAREER INFORMATION PROGRAM MANAGEMENT (CIPM) LEARNING OBJECTIVES

- Describe the purpose of the Career Information Program Management (CIPM)
- State the roles and responsibilities of key members of the Career Information Team.
- State the interviews required for all personnel.



**"CAREER INFORMATION PROGRAM
MANAGEMENT IS THE NUCLEUS OF ANY
COMMAND. LIKE THE SEA IS TO A SHIP".**

**" WITHOUT THE SEA THE SHIP COULD NOT
GET UNDERWAY."**

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- Career Information Program Management:
- (a) provides the basis for establishing and managing the career information program and outlines the minimum standard required.
- (b) Decentralizing the Career Information Team (Retention Team) will bring all the command's resources into operation to support the local retention program while making full use of the chain of command.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- (c) It allow the command career counselor to be the career information program manager and provide appropriate training
- (d) The key to success of this program is to delegate counseling to appropriate career information team members.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- ROLES AND RESPONSIBILITIES:
- Commanding Officer -
 - (1) Support the Career Information Program Management (CIPM) Concept.
 - (2) Ensure active involvement at every level of the command.
 - (3) Ensure an effective Personnel Entry System is established and maintained.
 - (4) Ensure a effective enlisted Professional Development Board is established and maintained.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- EXECUTIVE OFFICER -
- (1) Monitor the degree of involvement, motivation and attitude of the career information team (CIT) members
- (2) Ensure proper training of CIT members.
- (3) Coordinate and monitor efforts of the team
- (4) Ensure CO's CI Policies are carried out
- (5) Ensure timely flow of administrative items.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- RESERVE CENTER CAREER COUNSELOR -
- (1) Organize and manage an effective Career Information program utilizing CIPM.
- (2) Train and support the Command Career Information Team
- (3) Schedule monthly meeting with Unit Career Counselors.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- (4) Schedule command career information team meetings at least quarterly
- (5) Inform Career Information Team members of personnel and program policy changes
- (6) Maintain a tickler for counseling interviews
- (7) Ensure all interviews are conducted in a timely fashion.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- **COMMAND MASTER CHIEF -**
- (1) Works closely with the command/unit career counselor to support the CI team.
- (2) Be knowledgeable of CI/Retention programs and policies and participate in the attainment of CI/Retention objectives.
- (3) Keeps the command/Unit career counselor informed of any matters or policies that may affect retention.
- (4) Randomly interview separating personnel to ensure everything has been done to retain highly qualified individuals.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- DEPARTMENT HEAD/DIVISION OFFICERS
- (1) Coordinate the CI/Retention program as it pertains to their personnel.
- (2) Ensure all Individuals of the department/ division are interviewed.
- (3) Be actively involved in the Career Information/Retention efforts.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- RESERVE UNIT CAREER COUNSELOR -
- (1) Attend the Reserve Center CC monthly meetings and keep the NRA CC and unit CO informed of ongoing CI activities.
- (2) Conduct required interviews and make report to the Reserve Center CC
- (3) Screen training records. Coordinate with the Reserve Center CC to determine eligibility requirements are met, or a waiver is submitted for all CI related request. Make appropriate comments before forwarding request up COC.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- CAREER COUNSELING INTERVIEW RECORDS -
- (a) The Command/Unit CC is responsible for maintaining records of all interviews conducted with each enlisted member of the command/unit.
- (b) The CIPM99 can be used to record interview and keep a hard copy of interview in the member folder.

CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- FOR RESERVE UNIT CAREER COUNSELOR, you are only required to do four types of interviews.
- (1) REPORTING INTERVIEW - Required for all newly reported personnel.
- (2) RETENTION PROGRAM INTERVIEW - (for Non designated/APG/AIA only) conducted 18 month after first affiliation in the Naval Reserve.



CAREER INFORMATION PROGRAM MANAGEMENT (CIPM)

- (3) PRE-RETIREMENT INTERVIEW - This is a mandatory interview for personnel of the Naval Reserve upon reaching 20 years of qualifying service.
- (4) PRE-SEPARATION INTERVIEW - Conducted (180 day/or 12 drill dates) before actual separation